

**Missoula Conservation District**  
April 8, 2019 at 7:00 pm  
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees: Tim Hall, Chair; Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer; Sidney Wills, Supervisor; Bob Schroeder, Supervisor; Jen McBride, Staff

Additional Attendees: John Bowe, NRCS; Ladd Knotek MT FWP; John Hart, Deputy County Attorney; Kascie Herron, Lolo Watershed Group; Lauren Herbine, Lolo Watershed Group; Tracy Potter-Fins, County Rail Farm

Absent: Art Pencek, Supervisor; Paul Parson, Supervisor; Bart Morris, Associate Supervisor; Lindsay Dick, Staff

**Call Meeting to Order** – 7:07 pm by Tim Hall

**Minutes** – Libby Maclay moved to approve the March 4, 2019, minutes as drafted. Bob Schroeder seconded the motion, motion passed – unanimous.

**Treasurer’s Report** – Travis Greenwalt reported \$37,877.09 in the District checking account.

**Public Comment** – No public comment.

**NRCS Report** – John Bowe provided the Board with a written quarterly report and stated that he is preparing to rank active EQIP applications for FY 2019 in Missoula County. He reviewed the Conservation Stewardship Program. He addressed the Joint Chiefs Proposal, stating that 200 acres per year will be managed over the next three years in Missoula County. He also discussed the NRCS Long-Range Planning process and expressed that the District is the cornerstone of the local working group.

**Lolo Watershed Group** — Kascie Herron, Board President with Lolo Watershed Group (LWG), presented to the Board of Supervisors. Heron reviewed LWG work including monitoring and data collection conducted under the Montana Bureau of Mines and Geology Groundwater Investigation Program and revegetation work including recent work completed on the John’s Creek drainage. Herron mentioned that the group was funded for a mini-grant for water-quality and riparian health through Soil and Water Conservation Districts of Montana. Herron reviewed LWG partnerships, funding sources, and project successes. She stated that they’d had the help of Big Sky Watershed Corps (BSWC) members for four years and she introduced 2019 BSWC member Lauren Herbine.

**Young Farmers Conference Report** — Tracy Potter-Fins of County Rail Farm was present. She thanked the Board for their support of the Stone Barns Conference via the Community Food & Agriculture Coalition (CFAC). Potter-Fins explained that the Stone Barns Conference was one of the only national conferences of its kind. She provided backgrounds on the conference attendees and explained some of the learning opportunities that the attendees benefited from, including: crop rotation; retirement for farmers; tractor mechanics; and tools. She explained that there is an overarching goal for the farmers who attended to teach other farmers in Missoula County what they learned.

**New 310 Permit Applications**

**MS-08-19** – Robert Morrison – Butler Creek – Vegetation Removal/Habitat Modifications/Stream Crossing  
Geocode: 04-2326-18-4-02-09-0000

McBride explained that Morrison emailed the District office on March 22, 2018, in response to correspondence sent to him on March 15, 2019. Morrison requested a withdrawal of his application. McBride reported that Morrison expressed a belief that his plans were not listened to or that he was misunderstood. He also stated that his schedule conflicted with the proposed new site visit and he would submit a more detailed application in the future.

Tim Hall moved to formerly withdraw Application No. MS-08-19, per applicant request. Bob Schroeder seconded the motion. Motion passed—unanimous.

**MS-09-19** – Professional Consultants, Inc. obo McCrane Family LLC – Unnamed – Culvert & Fill

Geocode: 04-2872-23-1-02-15-0000

McBride stated that this project was awaiting a site inspection following snow melt and she anticipated that a site inspection would occur in May.

**MS-12-19** – Yellowstone Pipe Line Company – Clark Fork River – Right-of-way (ROW) Clearing

Geocode: various within Township 12 N, Range 17 W, Sections 7&18; Township 12 N, Range 18W, Sections 2&12

McBride explained that this is a project proposal to clear riparian vegetation in the right of way and that a site inspection occurred at one of the proposed locations. She showed images from the application noting the different locations where vegetation removal will occur. She reviewed photos from the site inspection on April 3, 2019. Ladd Knotek clarified that the site inspection occurred at only one crossing while the removal will occur at several locations in this corridor where the pipeline crosses channels. Hall and Knotek read their Team Member Reports to the Board.

Bob Schroeder moved to accept Application No. MS-12-19 as a project for review and to approve it with modifications in Team Member Reports. Libby Maclay seconded the motion, motion passed—unanimous.

The project regarding right-of-way (ROW) clearing on the Clark Fork River is approved with the following modifications:

- All timber and wood on ground (e.g. large woody debris) should be left in place
- For removal of trees greater than 10-inches in diameter – ask permission from appropriate landowner to leave on ground outside of ROW
- Minimize width of clearing to the minimum that is necessary and required by law

**MS-13-19** – Larry Johnson – Unnamed Creek – Berm Construction

Geocode: 04-2325-21-2-03-01-0000

McBride reviewed this proposal showing photos from the site inspection and noting that the project is to build a berm on an unnamed tributary to O'Keefe Creek. It was discussed on site that perhaps a variance would be granted for the drainfiled rather than filling the bank/riparian area. It was also discussed that alternatives to the project might be considered and other agencies such as the U.S. Army Corps of Engineers might take jurisdiction over a project to fill the bank/riparian area. McBride reported that the contractor stated during the site visit that he would get in touch with the name of the person that he'd worked with at the Montana Department of Environmental Quality, but the contractor had not gotten in touch since the site inspection. The Board stated that Application No. MS-13-19 should be tabled pending further information.

**MS-14-19** – Marie Ann Zens Kimerly – Lolo Creek – Bank Stabilization/Alteration

Geocode: 04-2091-33-3-01-04-0000

McBride stated that Application No. MS-14-19 came in too late for site inspections this month and will be added to the May 2019 site inspection schedule.

**MS-15-19** – Will McDowell (Clark Fork Coalition) – Fish Creek – Beaver Analog Dams Installation

Geocode: 04-2331-28-1-01-01-0000

McBride stated that Application No. MS-15-19 came in too late for site inspections this month and the applicant does not plan to conduct work until summer or fall. The Board recommended that Application No. MS-15-19 be tabled until the project site is inspected.

**MS-16-19** - Will McDowell (Clark Fork Coalition) – Fish Creek – Beaver Analog Dams Installation

Geocode: 04-2434-11-1-01-01-0000, 04-2434-11-1-01-03-0000

McBride stated that Application No. MS-16-19 came in too late for site inspections this month and the applicant does not plan to conduct work until summer or fall. The Board recommended that Application No. MS-15-19 be tabled until the project site is inspected.

### 310 Complaints

**CM-06-18** (RE: MS-30-18) – Fred Stout – Clark Fork River – Riprap & Excavation Work  
Geocode: 04-2199-05-1-02-10-0000

McBride explained that contractor Martin Oakland contacted the District office on April 4, 2018, to inquire about 318 Authorization for project work conducted under Permit No. MS-30-18. No site inspection was conducted for Application No. MS-30-18; the only site visits conducted were under Complaint No. CM-06-18, so a 318 Authorization was never provided. McBride added that she reminded Oakland that the District needs to be present at the project site to observe concrete removal, as stated in the terms of Permit No. MS-30-18.

### 310 Inquiries & Issues

McBride stated that she received a complaint regarding abandoned vehicles on Butler Creek, and that this complaint will be on the May 13, 2019, agenda. She stated that Jean Curtiss, District Manager, Seeley Sewer District, contacted the District office regarding future horizontal drilling on Morrell Creek for the new sewer system in Seeley Lake. Depending on the applicant, this project may fall under SPA 124 Permitting. Hall reported that the District office received a 310 permitting inquiry on April 1, 2019, from Tim O'Leary, taproom manager at Kettlehouse in Bonner. O'Leary explained that the Kettlehouse plans to build an access footpath down to the Blackfoot River from the taproom. Hall, Knotek, and McBride visited the potential project site on April 3, 2019.

### Reports

County Attorney – John Hart stated that he had no report.

Montana FWP – Knotek stated that he did not have much to report, but that restoration projects were being set up for the year.

Bitter Root RC&D – Maclay reported that she attended a recent meeting and reported that some RC&D work is funded through SWCDM grants.

District Committees – Hall stated that the personnel committee had been active and McBride stated that if time allowed in the next month she would like to meet with the Grants Committee.

### Missoula CD Employees

*Jen McBride – Resource Conservationist – March 05, 2019 – April 08, 2019*

310 Administration: Drafted, reviewed, printed, scanned, forwarded, and mailed 310 letters following the March District meeting. Corresponded regarding 310 projects or complaints, including locations on the Butler Creek, the Clark Fork River, and an unnamed channel in the O'Keefe Creek Drainage. Attended 310 site inspections with Tim Hall and Ladd Knotek. Prepared photos for PowerPoint and some notes for the April meeting. Corresponded with other agencies regarding 310 projects, inquiries, issues, and complaints as needed.

Conservation Planning/Partnerships: Compiled and mailed checks for grant programs including Envirothon sponsorship. Corresponded with SWCDM staff regarding the Clark Fork Watershed Restoration Planning Process. Corresponded with Missoula Valley Water Quality District regarding Channel Migration Zone mapping.

Office Administration: Completed Draft District Meeting Minutes for March 04, 2019. Corresponded with Personnel Committee and Missoula County Human Resources as needed. Drafted and sought approval for required documents. Corresponded with Tim Hall regarding leave and plans for office coverage. Completed or compiled documents for Haley Gamertsfelder and Lindsay Dick to assist with office operations while I was away. Submitted timesheets and time summary to the county. Scanned and e-mailed claims to Missoula County offices. Reviewed and responded to back log of e-mails as appropriate. Worked to pack up Conservation District office space to allow for moving furniture and files for carpet replacement.

*\*On leave March 11-April 2*

*Lindsay Dick – Administrative Coordinator – March 5, 2019 – April 8, 2019*

**Communications and Outreach:** Drafted, revised, and mailed 310 correspondence and other correspondence. Updated opportunities page on website. First contact point for calls/walk-ins/email for 310 inquiries, application requests, complaints, no-till drill reservations, PI inquiries, other agency referrals, etc. Forwarded and replied to 310 emails as needed. Proofread March 4, 2019, meeting minutes. Drafted, revised and posted April 8, 2018 agenda. Posted approved February 11, 2018 minutes and emailed to NRCS representatives. Emailed current agenda and approved minutes from two months prior to agency representatives and partner agencies. Mailed and e-mailed meeting materials to Board and agency representatives.

**Financial Management:** Filed receipts for petty checking and checking. Prepared claims and checks to be signed at meeting. Entered checks, expenses, and claims in QBO. Reconciled checking, petty checking, savings, D.A. Davidson accounts in QBO. Copied and scanned checks for records, mailed checks, and wrote correspondence when applicable. Created new folders (physical and electronic) for FY 2019 account statements and receipts.

**Administrative Duties:** Administered intake process for new 310 Applications. Scanned and copied 310 Application correspondence (email) when applicable. Updated 310 master lists (electronic and paper). Continued sorting physical records in office for reorganization and preparation for Salesforce transition and carpet cleaning. Scheduled site inspections, prepared site inspection packets. Updated supervisor timesheets. Created PowerPoint for April 8, 2019, District meeting. Compiled meeting packets, prepared Form 273s, files, and conference room for meeting. Forwarded emails of interest to Board. Staff meetings with McBride. Submitted paperwork and corresponded with NRCS representatives to reactivate LincPass. Submitted timesheet to Missoula County.

*\*On leave until March 12, 2019*

## **New Business**

### **Correspondence**

McBride reviewed an activity survey for the 2019 MACD Convention with the Board and recorded their responses regarding their preferred activities for the convention. McBride also reviewed a thank you letter from CFAC for the Board's sponsorship of the Stone Barns Conference in December 2018; an update from the Montana Biocontrol Coordination Project; an announcement for a Range School Seminar sponsored by the Judith Basin CD on May 29-30, 2019; an announcement for a Missoula Board Leadership Training workshop at Missoula County on May 23, 2019; and an announcement about a stakeholder meeting for the Clark Fork Watershed Restoration Planning process on April 16, 2019.

### **Other**

McBride stated that Lindsay Dick drafted a press release regarding the District's sandbag policy and presented this draft to the Board. The Board stated that the press release looked good and that contact information and the District logo should be included.

## **Old Business**

### **Grant Programs**

**District Programs** – McBride reviewed mini-grant requests from The Flagship Program, Missoula County's Leave No Weeds program and a sponsorship request for Missoula Urban Demonstration Project's (MUD's) Earth Day Celebration. The Board asked for details about all projects and stated that more information was needed regarding the Earth Day Celebration request.

Libby Maclay moved to fund The Flagship Program's 2019 season with a \$500.00 education mini-grant. Tim Hall seconded the motion, motion passed—unanimous.

Libby Maclay moved to fund the Missoula County Weed District's Leave No Weeds 2019 program with a \$500.00 sponsorship. Bob Schroeder seconded the motion, motion passed—unanimous.

**DNRC Sponsored** – There are no requests to report at this time.

**Equipment Program** – McBride inquired if the drill was back at Larry's Tractor Trailer and More and if the part had been replaced. Schroeder said that drill was at Larry's and to his knowledge the part was replaced.

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Long-Range Plan – McBride asked if the Board had any feedback on the plan and inquired if the Planning Committee was ready to move forward with a strategic plan. The Board agreed that it was okay to proceed.

Personnel – Tim Hall closed the meeting for an executive session at 9:10 pm.

Other – None.

**Payment of Bills** – Bob Schroeder moved to pay the bills; Tim Hall seconded the motion, motion passed—unanimous.

**Warrants:**

Ck # 2565	Verizon – District cell phone	\$ 16.46
Ck # 2566	Charter Communications – Internet	\$ 84.99
Ck # 2567	Pitney Bowes – Leasing Charges 1/30/19-4/29/19	\$ 139.65
	<b>Total:</b>	<b>\$ 241.10</b>

**Checks:**

Ck # 1485	Montana State Fund – Installment	\$ 251.07
Ck # 1486	Bob Schroeder – Reimbursement	\$ 66.05
Ck # 1487	Jen McBride – District Vehicle Windshield Reimbursement	\$ 249.98
Ck # 1488	The Flagship Program - 2019	\$ 500.00
Ck # 1490	Missoula County Weed District – 2019 Leave No Weeds Program	\$ 500.00
	<b>Total:</b>	<b>\$ 1567.10</b>

**Adjournment** – Bob Schroeder moved to adjourn the meeting Travis Greenwalt seconded the motion, motion passed—unanimous. Meeting adjourned at 9:47 pm.

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	7		
Libby Maclay	7		
Travis Greenwalt	7		
Paul Parson		Absent	
Art Pencek		Absent	
Bob Schroeder	7		
Sidney Wills	7		

The next Missoula Conservation District meeting is scheduled for Monday, May 13, 2019 at 7:00 p.m. in the USDA Service Center conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808